

Abbreviations

RP - Radiation Protection
SCA - Safety and Control Area
LC - Licence Condition

GN - General Nuclear Safety and Control
TS-R-1 - IAEA Safety Standard 1996 Edition (Revised)
PTNS - Packaging and Transport of Nuclear Substances
TDG - Transport of Dangerous Goods Regulations

NSCA - Nuclear Safety and Control Act
NSRD - Nuclear Substances and Radiation Devices
CII - Class II Nuclear Facility and Prescribed Equipment

Type II Inspection Worksheet

Use Type: 811 - portable gauges

Licensee:

Report Number:

Licence Number:

Inspection Date:

Address:

Inspector Name:

City:

Province:

Postal Code:

Use Type Number: 811

Person Seen:

Phone Number:

Risk Group: 2.00

Description	Regulatory Requirements	Compliance Expectations	Risk
Work Doc: 1 TII Records			
Change notified	GN 15 (c)	Changes of personnel responsible for management and control of licensed activity (RSO, Applicant Authority, Signing Authority) have been reported to the CNSC within 15 days.	H
Rating:	Comments:		
Inventory	NSRD 36 (1) (a)	A complete nuclear substance and radiation device inventory is available.	M
Rating:	Comments:		
Records retained	NSRD 36 (1) (c), (e), (3), (4)	(1) (c) Records of transfer, receipt, disposal and abandonment are available. (e) Records of inspection, measurement, test and servicing are available. (3) (4) Records of inspection, maintenance, leak test and servicing are kept on file for three years.	M
Rating:	Comments:		
Licence details	NSCA 26	Licence activities are conducted in accordance with the licence.	H
Rating:	Comments:		
Annual Compliance Report	LC 2916	The licensee submits the annual compliance report in the form specified in the appendix of the licence for each year the licence is valid	M
Rating:	Comments:		
Records retained	GN 28	(2) The CNSC was notified 90 days prior to the disposal of any prescribed records.	L
Rating:	Comments:		
Device certification and transfer	NSRD 11	(1)) All radiation devices in use are certified models (unless authorized in the licence). (2)) All radiation devices transferred to other licensees are certified models.	H
Rating:	Comments:		

Work Doc: 1 TII Records

Transfer documents	NSRD 19	(1) A copy of the most recent leak test result is provided for all transfers of radiation devices as well as instructions to follow in the event of an accident. (2) A copy of the most recent leak test result is provided for all transfers of sealed sources or nuclear substances used as shielding.	L
Rating:	Comments:		
Authorized transfer	GN 13	All transfers of nuclear substances or radiation devices have been to authorized licensees.	H
Rating:	Comments:		
Leak test	NSRD 18 (1) (a), (b), (d)	Leak testing is performed at the required frequency following acceptable procedures.	L
Rating:	Comments:		
Leak test/event	NSRD 18 (1) (c)	Leak testing was performed immediately after any event that may have damaged the sealed source(s).	L
Rating:	Comments:		
Failed leak test	NSRD 18 (3)	Appropriate actions were taken upon detection of a leaking source.	M
Rating:	Comments:		
Device accidents	NSRD 21	Any radiation device involved in an accident or incident has been tested/inspected and confirmed to be functioning properly prior to return to use.	H
Rating:	Comments:		
Reportable events	GN 29	Incidents and unplanned events have been immediately reported to the CNSC and a detailed written report was submitted within 21 days. Reference NSRD 38.	H
Rating:	Comments:		
Reporting dangerous occurrence	PTNS 19	Licensee provided an immediate report to CNSC and consignee (PTNS 19 (1)) and a 21 day report (PTNS 19 (5)) when becoming aware of any of the following situations (copy of report available): - vehicle accident while transporting Class 7; - package damage or tampering; - radioactive material lost, stolen or loss of control; - failure to comply with the Act and Regulations (pertaining to packaging and transport). Licensee has provided reports of damage or tampering discovered while opening packages as per PTNS 21 (4), (5), (6), (7).	H
Rating:	Comments:		
Survey meter availability	LC 2922	Provisions have been made to ensure a survey meter can be available to workers at any site of licensed activity within 2 hours.	M
Rating:	Comments:		
Meter calibrated	NSRD 20	Required survey meters have been calibrated within the previous 12 months.	M
Rating:	Comments:		
Training and sufficient workers	GN 12 (1) (a), (b)	There is a sufficient number of trained and qualified workers to carry on licensed activity.	H
Rating:	Comments:		
Worker records retained	NSRD 36 (1) (b), (d), (2)	(1)(b) The name of each worker who handles nuclear substances and/or radiation devices is recorded (users list). (d) Training records for all workers who handle nuclear substances and/or radiation devices are available. (2) Worker training records are kept on file for three years after termination.	M
Rating:	Comments:		

Work Doc: 1 TII Records

TDG training certificate on file Rating:	TDG 6.6, 6.7 Comments:	A copy of the TDG certificate(s) is kept on file for two years and is available to the inspector.	H
List of NEWs Rating:	RP 24 Comments:	A current list of NEWs including names and job categories is available.	L
Nuclear Energy Workers informed Rating:	RP 07 Comments:	(1) Each NEW has been informed in writing of their NEW designation, of the risks associated with their work, of the regulatory dose limits and of their individual dose. (2) Female NEWs have been informed in writing of their rights and obligations (reference RP 11). (3) A signed acknowledgment form is available for each NEW.	M
Ascertainment and recording of doses Rating:	RP 05 Comments:	(1)) Personal doses are ascertained and recorded. (2) Doses are determined by direct measurement or estimation.	M
Dose limits/body Rating:	RP 13 (1) Comments:	Dose limits not exceeded.	H
Licensed dosimetry Rating:	RP 08 Comments:	A licensed dosimetry service is used where the effective dose will likely exceed 5 mSv in a one year period.	H
Shipping doc kept 2 years Rating:	TDG 3.11 Comments:	Shipping documents kept on file for two years.	H
Competent Authority Certificates Rating:	PTNS 15 (2) Comments:	Consignor has special form certificates for applicable sources - TS-R-1 556.	H
Type A package certification Rating:	PTNS 23 Comments:	Type A package design, test results and packaging instructions kept on file for two years after last shipment.	H
Record requirements (>90 days at sites) Rating:	LC 2350-2 Comments:	Records and operational procedures are available at storage/use locations (greater than ninety days).	L
Act/Regs available Rating:	GN 12 (1) (k) Comments:	A copy of the Act and Regulations (paper copy, electronic copy) are readily available to all workers.	L
Import Restrictions Rating:	LC 2402-4 Comments:	Imports are within the limits specified in the licence condition.	H
Export Restrictions Rating:	LC 2403-7 Comments:	Exports are within the limits specified in the licence condition.	H
Import Export Restrictions Rating:	LC 2480 Comments:	The licensee is not authorized to import or export all items described in the schedule, Parts A and B, to the Nuclear Non-proliferation Import and Export Control Regulations, and specifically listed in the licence condition.	H

Work Doc: 2 TII Operation/Storage

Posting of Signs	RP 21	A radiation warning symbol is posted: (a) at the boundary of and at every point of access where there is more than 100 times the Exemption Quantity of a nuclear substance; or (b) where the radiation dose rate could exceed 25 µSv/h.	M
Rating:	Comments:		
Contact details posted	NSRD 23	The name or job title and a 24 hour telephone number are posted in a readily visible location where the nuclear substance is stored or used (based on RP 21 requirements).	M
Rating:	Comments:		
Radiation Warning Sign	RP 22	An appropriate radiation warning symbol is displayed when required.	L
Rating:	Comments:		
Frivolous posting of signs	RP 23	Radiation warning signs are not posted where there is no nuclear substance or radiation device, or where there are no plans to have a nuclear substance or radiation device present.	M
Rating:	Comments:		
Storage	LC 2575-2	(a)) Access to storage areas containing nuclear substances or radiation devices is restricted to authorized personnel. (b) Dose rates at occupied areas outside storage areas do not exceed 2.5 µSv/h. (c) Dose limits are not exceeded as a result of nuclear substances or radiation devices in storage.	H
Rating:	Comments:		
Security indicators	GN 12 (1) (c), (g), (h), (i), (j)	Provisions are in place to ensure the security of nuclear substances and radiation devices and the health and safety of persons. This may be achieved through restricted access (for example locks, alarms, and security systems) and reporting of incidents including loss, theft and sabotage.	H
Rating:	Comments:		
Post licence	GN 14	(1)) A copy of the licence or an appropriate notice is posted at the site of the licensed activity. (2) The licence is available at field locations.	L
Rating:	Comments:		
Container/Device labelled	RP 20	All containers and devices containing greater than 1 Exemption Quantity of a nuclear substance are labelled with the radiation warning symbol and the required wording.	H
Rating:	Comments:		
Field devices I.D.	NSRD 22	Device is labelled with contact information, including 24 hour telephone number.	M
Rating:	Comments:		
Use of equipment & procedures	GN 12 (1) (e)	Licensee ensures equipment, clothing and procedures are used appropriately at the worksite	H
Rating:	Comments:		
Radiation safety	NSRD 17	Referenced emergency procedures are available to workers at the site of licensed activity.	M
Rating:	Comments:		
Maintenance limitations	LC 2093-0	Maintenance is limited to cleaning and lubrication in accordance with the manufacturer's instructions.	M
Rating:	Comments:		
Device provided & maintained	GN 12 (1) (d)	Required devices have been provided and have been maintained according to manufacturer's instruction.	M
Rating:	Comments:		

Work Doc: 2 TII Operation/Storage

Location notification	LC 2300-2	CNSC was informed in writing, within seven days, of sites where licensed activities were conducted for more than 90 days. Discontinuance of such sites was also reported.	M
Rating:	Comments:		
Inaccuracies Notification	LC 2920-6	Changes to documents listed in the licence appendix have been reported to the CNSC.	L
Rating:	Comments:		
Operation Limitations	LC 2917-7	Activities and procedures as listed in the licence appendix are followed.	L
Rating:	Comments:		
Worker's obligations	GN 17	Every worker: (a) uses equipment, devices, facilities and clothing in a responsible and reasonable manner in accordance with the Act, Regulations and licence conditions; (b) complies with procedures and measures established by the licensee; (c)) informs the licensee or supervisor of any situation where there may be: (i) an increase in the risk to the environment or the health and safety of persons; (ii) a threat to security; (iii) a failure to comply with regulatory requirements; (iv) sabotage, theft, loss or illegal use or possession of prescribed equipment, or (v)) a release into the environment not authorized by the licence; (d) observes and obeys all notices and warning signs; and (e)) takes all reasonable precautions to ensure the safety and security of individuals, the environment and the nuclear substances or facility.	H
Rating:	Comments:		
ALARA/RP program	RP 04 (a)	The licensee has implemented a radiation protection program that keeps doses ALARA and includes: (i) management control over work practices; (ii) personnel qualification and training; (iii) control of occupational and public exposure to radiation; and (iv) planning for unusual situations.	H
Rating:	Comments:		

Work Doc: 4 TII Packaging and Transport

Type A package requirements	PTNS 16 (1)	A Type A package must be prepared and labelled in accordance of PTNS 16 (4) and associated requirements from TS-R-1. Package requirements are as follows: - contact dose rate below 2 mSv/h (non-exclusive use) - TS-R-1-531; - name of consignor or consignee package - TS-R-1 – 534; - shipping name - TS-R-1 535 and TDG 4.11; - activity within limits of PTNS 16 (1) and TS-R-1 413; - UN number - TS-R-1 535 and TDG 4.12; - "Type A" marking - TS-R-1 537 (b) ; - Two (I-white, II-Yellow or III-Yellow) labels - TS-R-1 541, 542 and TDG 4.6, 4.7, 4.10; - Identify the radionuclide on labels -TS-R-1 543 (a) ; - Maximum activity on labels - TS-R-1 543 (b) and TDG 4.14; - Transport Index on labels for II-Y and III-Y - TS-R-1 543 (c) as determined by TS-R-1 526. Note – package integrity must not be compromised.	H
Rating:	Comments:		

Work Doc: 4 TII Packaging and Transport

Excepted packages content/activity	PTNS 16 (1)	Excepted packages meet the following criteria: <ul style="list-style-type: none">- dose rate below 0.005 mSv/h – PTNS 16 (4) and TS-R-1 516;- activity within limits of PTNS 16 (2) and TS-R-1 408 or 409;- consignor or consignee I.D. - PTNS 16 (4) and TS-R-1 – 534;- UN number on package - PTNS 16 (4) and TS-R-1 535 ;- package must be accompanied by a shipping document (A log kept by driver is acceptable for UN 2909, 2910, 2911)that identifies the shipping name and UN number -PTNS 15 (1), TDG 1.43;- "RADIOACTIVE" visible inside package upon opening - PTNS 16 (4) and TS-R-1 518 B for UN 2908 (Empty Packages);- contamination inside an empty package does not exceed 100 times the levels specified in TS-R-1 508 (reference 520) and PTNS 16 (4);- Labels removed PTNS 15 (2) and TS-R-1 554. Note – package integrity must not be compromised.	H
Rating:	Comments:		
Transport document requirement	PTNS 17 (3)	The consignor of radioactive material provides a shipping document that includes the following (reference TDG 3.5 and TS-R-1 549): <ul style="list-style-type: none">- consignor name and address;- 24 hour contact number;- number of packages;- shipping name;- Class # 7;- UN number;- radionuclide identification;- form;- maximum activity;- category of package;- transport index;- competent authority certificate number(s);- shipper's declaration signed and dated by the consignor - PTNS 15 (2), TS-R-1 552.	H
Rating:	Comments:		
Transport document location	TDG 3.7	Shipping document is located within driver's reach or in a door pocket on the driver's side - PTNS 15 (1).	H
Rating:	Comments:		
Package secured in vehicle	PTNS 15 (5)	Consignments are segregated and securely stowed in accordance with TS-R-1 562, 564, 572, 573 and PTNS 15 (1), TDG 5.4. Category II-Yellow and III-Yellow packages are not carried in compartments occupied by passengers (TS-R-1 563).	M
Rating:	Comments:		
Showing proof of TDG training	PTNS 15 (1)	A person handling dangerous goods must provide their training certificate or copy of it to an inspector immediately upon request - TDG 6.8.	M
Rating:	Comments:		

TDG training certificate	TDG 6.1, 6.3, 6.5	The employer is responsible for: (1) ensuring only trained workers who hold a valid TDG certificate handle Class 7 dangerous goods - TDG 6.1; (2)) issuing training certificates that include: - the employer's business address; - the employee's name; - the expiry date of the certificate; - aspects of handling and transporting; and - employee and employer signatures.	H
Rating:	Comments:		

Disclaimer - CNSC licensees may use this worksheet voluntarily to ascertain the CNSC's general expectations regarding regulatory requirements. Such requirements would generally be assessed during a Type I and Type II Inspection of licences issued pursuant to the Nuclear Substances and Radiation Devices Regulations. The expectations listed for each regulatory requirement are only provided as a guide. Similar worksheets will be used by CNSC staff for on-site inspections. Inspections, will, however, be carried out on a case-by-case basis in the context of the licensed activities and the circumstances of individual situations. This worksheet is not intended to limit the scope of CNSC inspections or the powers of CNSC inspectors. Licensees should contact the CNSC to obtain information regarding their specific regulatory requirements.

APPENDIX A

RATING SYSTEM (GRADES)

A - Exceeds requirements

Assessment topics or programs meet and consistently exceed applicable CNSC requirements and performance expectations. Performance is stable or improving. Any problems or issues that arise are promptly addressed, such that they do not pose an unreasonable risk to the maintenance of health, safety, security, environmental protection, or conformance with international obligations to which Canada has agreed.

B - Meets requirements

Assessment topics or programs meet the intent or objectives of CNSC requirements and performance expectations. There is only minor deviation from requirements or the expectations for the design and/or execution of the programs, but these deviations do not represent an unreasonable risk to the maintenance of health, safety, security, environmental protection, or conformance with international obligations to which Canada has agreed. That is, there is some slippage with respect to the requirements and expectations for program design and execution. However those issues are considered to pose a low risk to the achievement of regulatory performance requirements and expectations of the CNSC.

C - Below requirements

Performance deteriorates and falls below expectations, or assessment topics or programs deviate from the intent or objectives of CNSC requirements, to the extent that there is a moderate risk that the programs will ultimately fail to achieve expectations for the maintenance of health, safety, security, environmental protection, or conformance with international obligations to which Canada has agreed. Although the risk of failing to meet regulatory requirements in the short term remains low, improvements in performance or programs are required to address identified weaknesses. The licensee or applicant has taken, or is taking appropriate action.

D - Significantly below requirements

Assessment topics or programs are significantly below requirements, or there is evidence of continued poor performance, to the extent that whole programs are undermined. This area is compromised. Without corrective action, there is a high probability that the deficiencies will lead to an unreasonable risk to the maintenance of health, safety, security, environmental protection, or conformance with international obligations to which Canada has agreed. Issues are not being addressed effectively by the licensee or applicant. The licensee or applicant has neither taken appropriate compensating measures nor provided an alternative plan of action.

E - Unacceptable

Evidence of an absence, total inadequacy, breakdown, or loss of control of an assessment topic or a program. There is a very high probability of an unreasonable risk to the maintenance of health, safety, security, environmental protection, or conformance with international obligations to which Canada has agreed. An appropriate regulatory response, such as an order or restrictive licensing action has been or is being implemented to rectify the situation.

N/A – Not applicable

N/C – Not checked